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MEMORANDUM FOR: Chief, Plans and Policy Staff

12 June 1957

SUBJECT

: Intelligence School Weekly Report #24  
6 June through 12 June 1957

Document No. 24

No change in class. ☐☐ Discontinued

Class. Change: TS S C

Auth: HM TS-2

Date: 3-10-78

By: 35

I. SIGNIFICANT ITEMS:

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Last week, following the submission of firm proposals for organizing the Intelligence School in three Faculties (memorandum from DTR to Management Staff 31 May 57), all key positions in the Intelligence School were filled. The new position of Chief, Intelligence Faculty was filled on 7 June by appointment of Mr. [redacted] who was named Chief, Orientation Faculty, in mid-May, has now taken over the responsibility for Intelligence Orientation. [redacted] who will be Chief, Management, Administrative and Clerical Faculty, is for the present assuming new duties in Management Training in addition to handling the final two-week phase of the Security Officers' Orientation.

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II. OTHER ACTIVITIES:A. Intelligence Orientation

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(1) The final two-week phase (Tradecraft and Operations) of the special Security Officer course began on Monday, 11 June. [redacted] security officers are enrolled.

(2) Student critiques for Intelligence Orientation #10, though generally favorable, tended to be critical of three visiting lecturers. We will either find substitutes or find ways to improve their efforts in the next round. During the next running of the course, the long student critique questionnaire will be used in order to pinpoint the strong and weak visiting lecturers.

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(3) The Intelligence Products Exhibit was held on 6 June and was attended by some [redacted] IAC visitors and seven from USIA. A suddenly scheduled budget meeting in USIA cut down the previously arranged attendance from that Agency. Among the several additions to this exhibit were the following: a) FBID, a teletype machine for permanent use in the Exhibit and a new exhibit panel; b) OP, a completely new exhibit on employee benefits; c) OTR/JOT, a temporary panel added to the OTR exhibit; and d) ORR, modifications to reflect recent organizational changes in that Office.

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B. Management Training

Basic Management #36 is scheduled to begin Monday, 17 June.

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C. Intelligence Training

(1) The next Writing Workshop, scheduled for 17 June, has been oversubscribed. Because there will be only one writing instructor on the staff at that time, we will not be able to take all applicants and must, therefore, limit the course to [ ] The possibility of using [ ] this summer to meet the demand is being looked into.

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(2) [ ] met with [ ] on Friday, 7 June, and settled on a final detailed schedule for Intelligence Techniques which begins on 1 July.

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(3) [ ] has completed the final report on Intelligence Research (Maps) #2 and is working on the evaluations which will be finished this week.

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D. OR Orientation Officer

(1) The Dependents' Briefing was conducted for [ ] people on 4 and 5 June.

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(2) On 10 June the CIA Introduction was conducted for [ ] people.

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(3) The CIA Review was conducted for [ ] people on 11 June.

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(5) On 6 June three 15-minute briefings on CIA were given to IAC officers in connection with the Intelligence Products Exhibit.

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W (6) A meeting was held on 7 June with [ ] Deputy Chief, Medical Staff, and [ ] Training Officer, Medical Staff, to discuss a proposal for an expanded Dependents' Briefing which would include eight hours of briefings on medical matters. Tentative agreement was reached on a program of four half-days.

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E. Administrative Training

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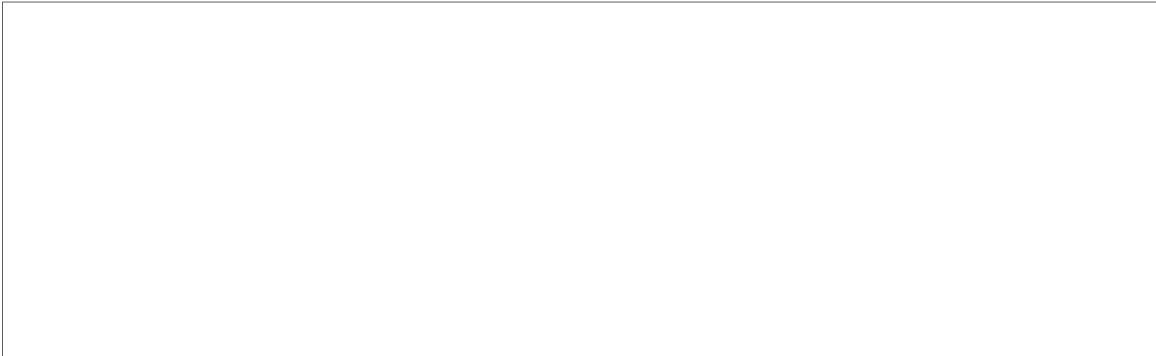
(1) [ ] spent three days at [ ] this week working with the students on Finance Problems in Operations.

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F. Instructor Training

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As part of the review requested by the Assistant Executive Officer/DD/P, [ ] reviewed with [ ] this week the coverage on files and record-keeping given in Operations Support and in Administrative Procedures.

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G. Clerical Training

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(1) During the week of 3 June there were [ ] people in Clerical Induction and [ ] people in Clerical Orientation.

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(2) The results of the official Agency tests administered by Clerical Induction to entrance-on-duty employees for the week of 3 June were as follows: Of [ ] people tested in shorthand, [ ] qualified; of [ ] people tested in typewriting, [ ] qualified.

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(3) [ ] are giving special instruction in typewriting to [ ] Intelligence Officers. This training is for one-half hour a day 5 June through 3 July.

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(4) The Clerical Training Faculty will move Saturday from Alcott Hall and Quarters Eye to 1016 16th Street. All preparations have been made, and class time lost will be very slight.

H. Reading Improvement

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[ ] students completed Reading Improvement #35 on Tuesday, 11 June.

I. Visual Aids Staff

The weekly report of VAS is attached.

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III. PERSONNEL NOTES

A. On Tuesday, 11 June, [ ] was sworn into the Career Staff of CIA.

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B. [ ] has returned from the Operations Familiarization course, and is reading the FE/6 files.

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C. [ ] is on annual leave because of the serious illness of her father.

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D. [ ] left Clerical Training on 7 June for reassignment to the Office of Personnel.

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E. [ ] will rotate the end of this month to a Headquarters position in EE.

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[ ]  
Chief, Intelligence School

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